

COTTAGE LIFE PROGRAM PROCEDURES HANDBOOK

2005-2006

Idaho School for the Deaf and the Blind



INTRODUCTION

The Cottage Life Program is an extension of the school, offering a homelike atmosphere to students whose parents live too far away from school to make daily transportation practical. Life in the cottages is intended to be comfortable, safe and filled with opportunities for students to grow and achieve their maximum potential. Students can expect to receive assistance in developing daily living skills, improving communication, social and interpersonal skills as well as experiencing leadership and service to others.

In order for the cottages to provide the desired living environment, staff will establish and maintain a close working relationship with each student and focus on each student's identified social, emotional and educational needs. Close working relations will be fostered between cottages, school, and student's parents to identify common goals and strategies to address student needs.

This Cottage Life Program Procedures Handbook has been prepared to clarify the way things will be done at ISDB and includes the organization and structure expected in the cottages plus the duties and responsibilities of staff. This Handbook will also cover student programs and organizations, support services, policies, privileges, and expectations.

Clearly defined procedures, high standards of expectations, and a highly dedicated staff will ensure top quality programming for students.

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STUDENT EXPECTATIONS IN THE COTTAGE LIFE PROGRAM

The Cottage Life Program has been established to provide a comfortable and homelike atmosphere for those students whose parents live too far away from school to make daily transportation practical.

It is the goal of the Cottage Life Program to provide each student with educational support and learning opportunities to prepare students with the skills and abilities necessary to live and thrive independently in society. Cottage staff are dedicated to help students develop (1) responsible social skills, (2) respect for self and others, (3) quality study habits, (4) time management, (5) self care, (6) independent living skills, and (7) leadership - all of which reflect self reliance, pride and motivation to excel.

Living in the cottages will require everyone to sacrifice a little and learn to work together for the greatest benefit of all. You will need to assume responsibility for your actions and accept your share of duties that exist in maintaining a clean, safe and comfortable living environment. When everyone does their part and respects the rights of others, you can expect a quality living experience in ISDB's Cottage Life Program.

The following expectations are intended to set the standard by which all students live and function successfully in the Cottage Life Program.

A. CARE OF COTTAGE/YOUR ROOM:

1. To help preserve the character of your cottage, you should ask for permission from your Cottage Supervisor before hanging anything on the walls. Thumbtacks, nails, and tape will damage the walls. Pictures depicting nudity, vulgarity, or objectionable scenes are not allowed. The Deans of Students will determine what is objectionable.
2. You should keep your room neat and clean at all times. Clothing should be stored properly in your wardrobe closet or drawers. Beds should be made daily, each morning, and floors kept clean.
3. Personal items should be removed from your bathroom area each morning prior to leaving the cottage for school.
4. Foods and drinks that belong to you should be stored properly in the kitchen. Check with your Cottage Supervisor about personal food items allowed in the cottage plus an acceptable storage location. Improperly stored food items tend to attract insects and can easily spoil. Perishable foods and drinks should not be left in the kitchen area over the weekends.

5. You should take care in maintaining the halls and other shared areas in your cottage. When everyone works together, your cottage can be a clean and attractive place of which you can be proud and live comfortably.
6. Screens should never be removed from windows in your cottage.
7. Objects that appear to have been improperly acquired (road signs) are not to be displayed in your room.
8. Students should remember that your Dean of Students and Cottage Staff will routinely inspect the condition of your bedroom and bathroom.
9. Your bedroom furniture has been arranged in a desired layout by your Cottage Supervisor that is intended to provide safety, ease of movement within your bedroom, plus desired living space for each student. You must have approval from your Cottage Supervisor to move furniture in your room.

B. SAFETY AND FIRE REGULATIONS:

1. When a fire alarm flashes/sounds, you should immediately leave your cottage. Meet at the front of your cottage with other students and your supervisor in an area safely away from the building. Cottage Staff will take attendance. Anyone missing will be reported immediately to your Dean of Students. **ALL STUDENTS FROM YOUR COTTAGE MUST STAY TOGETHER IN THEIR DESIGNATED AREA UNTIL INSTRUCTIONS ARE GIVEN OTHERWISE.**
2. Nothing should be hung, stacked, or placed in your room that will block doorways and windows or prevent a visual inspection. This will provide you a quick exit and allow Cottage Staff to make a fast visual check of your room in the event of a fire.
3. Thermostats should not be covered with wall decorations or have furniture placed in front of them. They need open space in order to function safely and properly.
4. Electrical appliances such as sun lamps, popcorn poppers, etc., should not be used in your room for safety reasons. Some appliances may be permitted if your Cottage Supervisor approves their safety.
5. Extension cords, lamps, curling irons all pose a fire danger as a result of high heat they may generate. Their approval to be in the cottage and designated areas of usage must be given by your Cottage Supervisor.

C. DAMAGES:

1. Your cottage has been equipped with quality furniture and appliances that will serve your needs well and last for a long time. Care in the use of the cottage and its' furnishings is an expectation of all students. Any damages that occur in your cottage must be reported to Cottage Staff immediately. The cost of repairing the damage or replacement of broken furnishings will be your responsibility if you intentionally cause the damage.
2. Damages to buildings, grounds, vehicles, or other school property will be charged to the person or persons responsible.
3. Students are expected to respect the property of others. If a student intentionally damages the personal property of an individual, he or she will be expected to pay for damages or replacement costs.

D. VISITING OTHER COTTAGES:

Students who want to visit in another cottage need to remember it is a privilege and they must abide by the expectations and requests of Cottage Staff. Cottage Staff may restrict visitors as a result of an individual's behavior, more visitors wanting to visit than can be adequately supervised, or the need to protect scheduled times which have been reserved exclusively for assigned cottage students. The Senior Independent Living Program Cottage is off limits to middle school students.

E. STUDENT BANKING:

The Student Banking Program is designed to teach financial responsibility and checking skills. Parents or students deposit money in individual student accounts with clearly established parameters for spending. All money transactions are accounted for by method of receipts. Students withdraw money as needed to pay for personal needs, hearing aid batteries, weekly allowance, etc. Students can withdraw their money during established "banking hours".

Bank hours are as follows:

Sunday.....7:00 – 8:00 p.m.

Monday through Thursday..... 3:00 -5:30 p.m. and 7:00 – 8:30 p.m.

Statements will be provided to parents each month.

F. OVERNIGHT/WEEKEND VISITATIONS WITH A FRIEND:

Students, who wish to stay with a friend overnight or for a weekend, must have written permission from their parents or guardians. Written permission is also required from the parents or guardians of the friend(s) involved in the visitation. The school provides a purple permission slip which will allow parents to clarify the specifics of their child's planned visitation, plus the slip requests other specific information that is needed by the school to facilitate required paperwork, transportation, and supervision considerations.

The school requires these permission slips by **MONDAY OF EACH WEEK**. They are to be delivered to your Dean of Students or the Director of Student Services no later than Monday afternoon. **IF STUDENTS FAIL TO DELIVER PERMISSION NOTES ON TIME, PERMISSION WILL NOT BE GRANTED FOR THE DESIRED OVERNIGHT OR WEEKEND VISITATION.** Please understand that the school realizes some emergencies do occur and we will be flexible in assisting when true emergencies exist.

NOTE: Making plans with your parents and the parents of the other student while you are home for the weekend is a responsible and mature approach in planning a visitation with a friend. It will allow parents of both students to discuss details of the scheduled activities and get any questions answered.

NOTE: Prompt return of parents' permission will allow the school to validate permission slips, make all changes in the transportation manifest, provide notification to necessary staff, plus meet reservation requirements expected by Horizon Airlines or Southwest Airlines for students who live in North Idaho.

G. VALUABLES:

Students should make sure that valuable items and money are kept in safe places such as a locked closet or desk or given to Cottage Staff for safekeeping. Students are encouraged to put their money into the Student Bank rather than keep a large amount with them or in their room.

NOTE: Students who fail to utilize these methods of safeguarding their valuables cannot expect the school to be responsible for lost or stolen items.

H. TELEPHONE:

Students may use the telephone in their cottage for local calls. Long distance calls may be made from the Bank during designated hours. All long distance calls are to be made collect or with a calling card that reverses charges to a number other than the school number. Relay and interpreting services are available for those students whose parents do not have a TDD. There is a pay phone equipped with a TDD available to students that is located in the foyer off the gym. Video Relay is available for student/staff use during designated hours.

I. CELL PHONES:

Students are permitted use of cell phones after school unless involved in activities where use would be distracting to the user or to others. Students are responsible for securing cell phones by leaving them with their supervisor or locking them in their closets.

J. LAUNDRY:

Cottage Staff are responsible to provide laundering services for younger students. Students in middle school and high school will be expected to launder their own clothing on a weekly basis under supervision of Cottage Staff. Cottage Staff will teach students the proper use of washing machines and dryers.

K. TAR PIT:

The Tar Pit is a recreation area located near the gym provided to students for social activities. The Tar Pit is equipped with a pool table, TV, computers, etc. Students may purchase various snacks and drinks in the Tar Pit. During home basketball games and volleyball matches, additional foods are generally prepared in the concessions area for sale to the public.

The Recreation Director manages the Tar Pit with the assistance of Cottage Staff who have students visiting in that area. Through the coordinated planning of the Recreation Director and Cottage Staff, a variety of after school activities are made available for students. Facilities in that general area are made available to students based upon staff ability to supervise. Students who want to make use of exercise equipment or other athletic equipment need to coordinate their requests for use through the Recreation Director with enough advance notice to allow for necessary supervision and reservation of facilities and equipment.

L. RELIGIOUS FUNCTIONS:

Various churches in the City of Gooding sponsor religious classes and activities off campus. Students desiring to participate in these various programs must have written permission from their parents in order to attend these functions. Written permission needs to clarify those religious activities approved by parents to include days and times. Students planning to attend activities that occur out of town and require transportation must have specific permission from their parents approving participation to include date, time, and location of the activity. Permission needs to be given to students' Cottage Supervisors at least two days prior to the scheduled activity.

M. MEALS:

Students must be present at dinnertime unless prearranged with the Cottage Supervisor. In order to create a family dining atmosphere, no phone calls or visitors will be allowed during meal times (6:00 - 7:00p.m.). Food will be served and eaten family style to facilitate appropriate socialization and communication skills. Students should wash their hands, be appropriately dressed. Hats are not allowed.

N. STUDENT APPEARANCE:

Appropriate dress and good grooming habits are an integral part of a student's positive-self image. Appearance affects students' relationships with other students, so it is important to be clean, modest, and in good taste. Student's clothing and grooming will be of such a nature that it will not distract from the functions of the cottage. It is the responsibility of all Cottage Staff to ensure that students dress appropriately according to the following general guidelines as shown below:

- Shorts, dresses, or skirts may be worn no shorter than mid-thigh length. Pants should be worn at the waistline or at the hip level.
- Student's acceptable tops include: T-shirts, blouses, and shirts. Tank tops with wider straps are acceptable. No spaghetti straps. No cut-off shirts. Student's shirts and blouses should reflect modesty and be of a length that doesn't expose the navel. Fishnet T-shirts will be acceptable only when worn with another T-shirt.
- Clothing with inappropriate logos, markings, words, pictures, alcohol ads, or tobacco ads will not be allowed.
- Gang dress will not be allowed. Clothes that relate a student to a gang: bandannas, colors, styles, chain, etc.
- No school owned sport uniforms are allowed to be worn for pleasure, only in time of sport competitions.

O. PROHIBITION OF GANG ACTIVITIES:

This school has a legitimate educational objective of curtailing gangs and gang activities. In furtherance of this educational objective, all gangs and gang activities, including, but not limited to, wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign gestures, codes, or other things which evidence membership or affiliation in any gang is prohibited at the school and all school functions.

It will be unlawful for any person, group, or organization to establish a fraternity, sorority or other secret society whose membership is comprised in whole or in part of students enrolled in this school, or to solicit a student in this school to become a member of such organization; and no student enrolled in this school will be or become a member, or pledge him/herself to become a member of any such organization.

P. HAIR CARE/HYGIENE:

For safety reasons, students are not permitted to cut their own hair or the hair of another student while participating in the Cottage Life Program. In addition, dyeing all or any portion of the hair using bleaches, peroxide, or other chemicals is prohibited. Ear or body piercing is likewise prohibited.

Q. OFF-CAMPUS DATING:

Off-campus dating will be permitted under a cooperative agreement between students, parents, and the school. Students must meet eligibility requirements as defined in the ISDB Off-Campus Dating Policy.

R. COTTAGE ACTIVITIES:

All planned activities need approval by the Administration. An Activity Request form must be completed for each planned activity that explains the group making the request, date, time, and place of proposed activity, a brief description of the activity plan, transportation, food, money, needs of the activity, plus sponsors involved. All activity requests must be reviewed and given approval by the Deans of Students, and the Director of Student Services. These forms can be obtained from the Cottage Staff.

NOTE: Activity Request forms must be submitted for approval two weeks in advance with any “**MAJOR**” activity requiring a one (1) month advance notice.

S. STUDENT DRIVER POLICY:

ISDB maintains a strict policy regarding student use of vehicles. Students who meet eligibility requirements as outlined in the ***ISDB Student Driver Policy*** may drive their family vehicle to and from school and for other specific purposes as clarified in the ***Policy*** with written permission from parents or guardians. Failure to abide by expectations of the ***Student Driver Policy*** will result in loss of all privileges.

T. MAIL:

All students have personal mailboxes that are located in the Student Services Building. The mailboxes are accessible until curfew time. Students are not allowed to go in the office to pick up their mail but to use their combination numbers to access their mailboxes outside the office. All students have personal E-mail addresses. Access to E-mail is available in the cottages and Tar Pit.

U. ASSAULT AND BATTERY:

The school prohibits students from committing acts of violence against other students, school personnel, or other persons. Any assault or battery by a student on an employee of this school, another student, or other person, occurring on or near the school property or at a school sponsored event will result in the student being disciplined and a report being filed with local law enforcement.

Assault is defined as any willful attempt or threat to inflict injury upon another person, when coupled with an apparent present ability to do so and any intentional display of force such as would give the individual reason to fear or expect immediate bodily harm. An assault may be committed without actually touching, or striking, or doing bodily harm to another person

Battery is defined as the willful and unlawful use of force or violence, or the actual, intentional and unlawful touching or striking against the will of another, or unlawfully and intentionally causing bodily harm.

V. BICYCLE/RECREATIONAL VEHICLE POLICY:

Students may bring bicycles and skates from home to use during recreation time after school. Bicycle racks are provided outside and all bicycles should be locked to prevent theft. Students are not allowed to ride or skate on the sidewalks between cottages because of pedestrian traffic. Outer walkways are permissible.

Helmets are mandatory for students 16 years of age and younger. Helmets must be worn when using bicycles, skateboards, in-line skates, razor scooters, or other manually propelled wheeled vehicles. Parents and guardians are encouraged to purchase certified bicycle helmets for their children.

W. MISCELLANEOUS:

Student use of portable electronic communication devices or laser lights is prohibited. School personnel will confiscate such devices.

HOMEWORK POLICY

Cottage Staff will assist students with their academics by giving encouragement and homework assistance as needed.

1. The Cottage Supervisor will ask each student on a daily basis how he/she is doing in all classes and determine the level of assistance needed. Cottage Staff will monitor each student's study habits and take the necessary action to ensure sufficient time is given to each subject area.
2. If a student is failing to complete his/her academic assignments, the student will be assigned Homework Academy at school from 3:00 p.m. to 5:00 p.m. The school will provide cottage supervisors a list of students who will be attending Homework Academy by 3:10 p.m. for that particular day.

Homework time includes mandatory or voluntary Homework Academy from 3:00p to 5:00p. Students are afforded the opportunity to meet with individual teachers from 3:00p to 4:00p with prior notification to the teacher. Evening homework time is also available.

AFTER-SCHOOL ACTIVITIES

In order to give students an ample amount of time to have a good balance of academics and socialization, the number and types of activities needs to be limited and rules established:

1. With direction and cooperation of the recreation director, supervisors will offer students opportunities to participate in stimulating activities and hobbies to acquire skills and promote personal growth. Examples of activities include: arts and crafts, community service, swimming, hiking, cooking, fishing, after-school employment, golf, drama, and hunter safety.
2. Cottage Supervisors are responsible to ensure that no cottage activities are scheduled which conflict with school-sponsored functions. A school activity calendar will be maintained which lists approved activities and available dates for cottage activities.
3. Cottage Supervisors are responsible to establish a "dead week" which is free of any cottage activities at the end of each grading period.
4. Cottage Supervisors are responsible to ensure that homework and cottage duties are completed by students.

STUDENT SUPPORT SERVICES

A. COUNSELING:

Counseling is made available to students living in the cottages following school. The school employs a counselor who serves the identified needs of students. The counselor provides individual and group counseling, plus other services needed to foster student growth and development. The counselor is particularly helpful to students and their parents as they adjust to our school and the separation that is a part of cottage living at ISDB. Students can expect help from the counselor in learning to deal with others, personal conflicts, career counseling, plus receive help in dealing with the day-to-day problems that may come up.

B. STUDENT HEALTH CENTER:

Two registered nurses staff the Student Health Center. These nurses are dedicated to the safety and well being of all students. Nursing staff are on duty each morning by 7:00 a.m. with coverage until 10:00 p.m.

Students will receive their medications from the nurse on duty. Students are not permitted to keep medication in their cottages. All medications provided students must be prescribed by that student's doctor. The Student Health Center must have written doctor's orders specific to any medication that is administered to students.

If a student becomes seriously ill, his/her parents will be expected to come to school and take the student home for treatment and a period of recovery until the student is well.

C. ATHLETICS/CHEERLEADERS:

ISDB's athletic and cheerleader programs are staffed by coaches and sponsors who provide quality instruction and leadership to students. ISDB is a member of the Idaho High School Activities Association and competes in the North side District IV, A-1 Conference. High School and middle school sports sponsored by ISDB include: volleyball, basketball, and track. Students who are interested in competing in football, wrestling, tennis, and golf may do so with Gooding Public Schools as a part of a Cooperative Sports Agreement that exists between the two schools.

Gooding Recreation District sponsors several fall, winter, and spring athletic activities that are available for interested younger ISDB students.

D. STUDENT SOCIAL SKILLS PROGRAM:

ISDB adopts a pro-active approach to behavior management that is unified and flexible. Administrators, staff, parents, and students cooperate in efforts to achieve a positive

school atmosphere. Personal respect is fostered, quality education provided, and social conduct exemplary of the highest standard is expected. ISDB staff seek to teach students social skills through the establishment of desired modeling with quality teaching by staff, clarification of student expectations, and flexible responses to their violations. This proactive approach recognizes and reinforces the acquisition of proper student social skills.

STUDENT PROGRAMS AND ORGANIZATIONS

A. STUDENT LEADERSHIP:

Middle school and high school student leaders will be selected each year to represent students in matters that relate to both school and cottage life affairs. Student leaders meet on a regular basis with class and cottage representatives to plan activities and gain input. Student leaders will meet monthly with the Superintendent to request administrative support for planned activities, voice their concerns about problem areas to include recommendations for improvement, plus report activities of various student organizations.

B. COMMUNITY SERVICE:

The Cottage Life Program seeks to involve students in community service projects. These projects can include helping the elderly, providing special activities and services to handicapped children, and volunteer help in public agencies such as the hospital, nursing home, and library.

DAY STUDENT VISITOR EXPECTATIONS

Day students are expected to comply with school rules in order to have the privilege of visiting ISDB after school hours.

Visitor Hours:

4:00-5:30p.m. and 7:00-8:00 p.m. - Cottages 1, 4, 6 (MS)

4:00 until 8:30 p.m. - Cottages 2, 3, 5 (HS)

4:00 p.m. until 10:00 p.m. - Senior Independent Living Program Cottage:
Same-sex visitors

7:00 p.m. - 9:00 p.m. - Senior Independent Living Program Cottage:
Opposite-sex visitors

NOTE: Students participating in sports, co-curricular and extra-curricular activities that impact transportation to the student's home may be allowed visitation to the cottages outside of the above hours.

NOTE: Senior Independent Living Cottage is off limits to middle school students.

In order to properly supervise and account for day students who visit the cottages, parents are asked to support the Cottage Life Program by helping their child abide by the following expectations:

1. Day students may visit and participate in activities as long as they demonstrate responsible conduct and cooperation with cottage staff. Parents of day students must contact the Dean of Students to request permission to participate in special cottage activities so arrangements are made to accommodate supervision and addition of food, transportation, etc. **NOTE:** Special cottage activities may not include day students, such as off-campus activities to reward/reinforce student behavior, and day student visitation would not be possible. The monthly school activity calendar will list cottage activities.
2. The Dean of Students will assign the student to the appropriate cottage and notify the cottage supervisor if visitation is approved.
3. The individual(s) planning to visit ISDB must report and check in with the assigned Cottage Supervisor.
4. Cottage Supervisors are responsible for supervising students approved to visit the respective cottages.

5. Failure to follow visitation rules, including failure to follow cottage rules and respecting Cottage Supervisors will result in a 5-day suspension of visitation rights. Continued failure will result in suspension of visitation rights for an extended period of time as determined by the Dean of Students.
6. If a day student comes on campus after school hours without checking in with the Cottage Supervisor, that student will lose visitation rights for a period of one week.
7. Parents/guardians have visitation rights to ISDB at any time. Parents need to report to the Dean of Students first before they can take their child off campus.
8. Day students are not to report to school until 7:45 a.m. If a special circumstance warrants a day student to arrive earlier to school, special arrangements must be made with the Director of Student Services.

VISITOR EXPECTATIONS (Excludes Day Students)

Visitors who are not enrolled at ISDB are expected to comply with school rules in order to have the privilege of visiting ISDB.

Visitor Hours:

4:00p - 5:30p Cottages 1, 4, 6 (MS)
and
7:00p – 8:00p

4:00p - 5:30p
and Cottages 2, 3, 5 (HS)
7:00p - 8:30p

3:00p - 9:00p Senior Independent Living
Program Cottage: Same-sex visitors
7:00p - 9:00p Senior Independent Living
Program Cottage: Opposite-sex visitors

NOTE: Special activities may warrant extended visitation hours.

When making arrangements for individuals to visit ISDB, follow these guidelines:

1. The individual(s) planning to visit ISDB must obtain permission from the Cottage Supervisor, who is assigned to the area of visitation, for supervision reasons.
2. All visitors must check in upon arrival with the Cottage Supervisor of the student where visitation will occur. The visitor must obtain a pass from the Dean of Students or his designee and must wear this pass while on campus.
3. During evenings, other than nights when scheduled sporting events are held in our gymnasium, ISDB students are accountable for the conduct of his/her visitor while they are on the premises of ISDB or while attending an ISDB sponsored activity.
4. Cottage Supervisors are responsible to supervise all individuals they have given visitation permission to during their stay on campus or while attending an ISDB sponsored activity.
5. Permission for a visitor to attend Cottage Life Program sponsored dances must be obtained from the Dean of Students and the Director of Student Services. Permission to attend school sponsored dances must be obtained from the High School Principal.

6. If a visitor comes on campus after school hours without checking in with the Cottage Supervisor, that visitor will lose visitation rights for a period of one week.
7. Visitors are expected to conduct themselves in a cooperative and responsible manner toward all staff and students. Failure to demonstrate cooperation and responsible behavior will result in loss of visitation rights.
8. The Dean of Students reserve the right to ban individuals from campus who are determined to be a threat to the safety and security of students and staff, or who may be deemed a security risk to the school grounds or property.

ESTABLISHED EVENING SCHEDULE

Daily after-school schedule for students:

<u>Cottage No.</u>	<u>Homework</u>	<u>Leisure Time</u>	<u>Dinner</u>	<u>Visitors Leave</u>	<u>Curfew</u>
1	3:00p-5:00p 8:00p-9:00p	5:00p-6:00p and 7:00p-8:00p	6:00p-7:00p	8:00p	8:00p
4	3:00p-5:00p 8:00p-9:00p	5:00p-6:00p and 7:00p-8:00p	6:00p-7:00p	8:00p	8:00p
6	3:00p-5:00p 8:00p-9:00p	5:00p-6:00p and 7:00p-8:00p	6:00p-7:00p	8:00p	8:00p
2	3:00p-5:00p 8:00p-10:00p	5:00p-6:00p and 7:00p-8:30p	6:00p-7:00p	8:30p	9:00p
3	3:00p-5:00p 8:00p-10:00p	5:00p-6:00p and 7:00p-8:30p	6:00p-7:00p	8:30p	9:00p
5	3:00p-5:00p 8:00p-9:00p	5:00p-6:00p and 7:00p-8:30p	6:00p-7:00p	8:30p	9:00p

For more information, refer to ***HOMEWORK POLICY***.

"Curfew" varies slightly due to age appropriateness and special activities. Unstructured leisure time includes plans made by the Recreation Director and participation in school-sponsored sports.

In addition to the above schedule, activities listed below also occur for both high school and middle school students:

- All-cottage activities or special events may be scheduled, i.e. MCI relay presentation, teacher-led activities (hayrides); ISDB team sport games (basketball, volleyball, track), computer use, home communications.

DINNER TIME EXPECTATIONS

Students are expected in their cottages at dinner time unless prearranged with the Cottage Supervisor. Students should experience a variety of dining situations using appropriate table settings for the appropriate meal. Students are required to stay in their cottages until 7:00 p.m. No phone calls or visitors are allowed between 6:00 p.m. and 7:00 p.m. Day students are welcome to dine in the cottage if they have made plans with the Cottage Supervisor and receive approval two (2) days in advance.

The dinner hour should consist of the following activities:

1. Preparing for the meal:
 - a. Washing hands
 - b. Proper dress (shoes, shirts, no hats, etc.)
 - c. Serving in different styles as follows:
 - Family
 - Buffet
 - Formal (invitation, special occasion)
 - Casual (picnic, BBQ)
2. Dining with everyone sitting around the table:
 - a. Use of proper table manners
 - b. Proper use of napkins and silverware
 - c. Eat in a relaxed manner, waiting for everyone to finish their meals before leaving the table.
3. Perform clean-up duties as a team:
 - a. Wash dishes and silverware
 - b. Wipe off tables and counters
 - c. Sweep floor
 - d. Leave dining area and kitchen in a clean and orderly arrangement

OFF-CAMPUS DATING POLICY

An off-campus dating policy has been established to provide dating experiences for eligible high school-age students. It is the school's intention to reinforce good school conduct and satisfactory grades by authorizing and making possible healthy dating experiences for deserving students. Dating will be permitted under a cooperative agreement between students, parents and the school. This agreement will be as follows:

The school will identify acceptable nights for dating which will typically be during those weeks that aren't filled with school-sponsored activities. Dating should not interfere with academic requirements or study time. Authorized dating will occur between 3:00 p.m. and 9:00 p.m. for students. Parents will provide written permission for their son or daughter supporting the use of this time for off-campus dating. The school will assume responsibility to ensure that students with parent permission continue to meet dating regulations to maintain eligibility for off-campus dating.

A student who has written permission from his/her parent must:

- | | |
|----------|--|
| Age: | Be in high school (10th grade or higher). |
| Conduct: | Demonstrate good conduct and citizenship toward all staff and students, plus demonstrate consistent performance of cottage duties, cleanliness, and organization of bedroom. |
| Grades: | Maintain at least a 2.5 grade point average. |

DATING CONDITIONS

The school requests that students double date or go in groups whenever they walk to and from their planned activities. Four or more students traveling together on a date should result in greater security for everyone involved.

The conditions listed below must be followed. A student is responsible to comply with these conditions if he/she desires to remain eligible for future dating privileges:

Time: Dating will be permitted between 3:00 p.m. and 9:00 p.m. (Monday through Thursday).

Request and Arrangement Procedure: A student who wishes to date must submit a request to the Dean of Students after he/she contacted the date. The request should contain the means of travel. If the request is approved, the student, their parents, and the cottage supervisor will be notified in writing.

Transportation: If the dating activity requires transportation, the following option may be approved:

Whenever three or more couples plan their activities together, the school can provide a vehicle and driver to transport students to and from their planned destination.

Where: A violation of the agreement may cause the students involved to lose their dating privileges for a minimum of one month. An additional length of time can also be specified by the Dean of Students. This, of course, would depend upon the seriousness of the violation. Parents will be notified of any serious violation and its subsequent consequences.

STUDENT DRIVER POLICY

The following requirements must be fulfilled before any student living in the Cottage Life Program may drive his/her car on the ISDB campus:

1. The student and parent(s) must complete in duplicate and sign *Application for a Student Driver Permit* (See Deans for this form). The permit will become effective when signed and approved by the Dean of Students and the Director of Student Services. It is the student's responsibility to keep the information on the permit up-to-date. No car will be permitted on campus until the proper forms are completed and on file with the Dean of Students.
2. Students with valid permits will park their cars in the area designated by the Dean of Students/Director of Student Services. Students **MUST NOT** drive on or off campus without first getting verbal permission from the Cottage Supervisor and must turn their keys in to the Dean of Students or the Cottage Supervisor upon arrival on campus by 9:00 p.m. The keys will be returned to the student when they are scheduled to leave for home. Students in the Independent Living Program must notify the Dean of Students or Cottage Supervisor when they are going out of town. Student must check back into the cottage prior to curfew time. Students will not be permitted to use their car except for transportation to and from home without permission from the Dean of Students. Day pupils must park in the designated area. Students will not be allowed to drive their cars to other locations on campus.
3. To protect parents and students from unnecessary risks (including insurance risks), students will not be allowed to take other students as passengers unless written permission from parents of all students involved is on file in the office of the Dean of Students.
4. A student may lose his/her driving privilege if poor judgment or irresponsible behavior is shown by the student. Some examples of irresponsible driving behavior follow:
 - a. Driving other students without permission.
 - b. Tampering with or damaging any automobile on campus.
 - c. Excessive speed on campus.
 - d. Breaking traffic laws on campus.
 - e. Using the car while breaking school rules.
 - f. Poor behavior in the classroom or cottage.
 - g. Conviction for speeding or other traffic offenses off campus.
5. Depending on the severity of the offense, a warning may or may not be issued after the first offense. For safety reasons, a student must get permission from the Dean of Students or their Supervisor to work on their car while parked on campus. This procedure allows the Dean or Supervisor the opportunity to be sure safety measures are taken to prevent injury to the owner or others.

THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGE TO AUTOMOBILES AT ANY TIME.

THE SCHOOL IS NOT RESPONSIBLE FOR IMPROPER USE OF AUTOMOBILES BY STUDENT DRIVERS.

THE SCHOOL IS NOT RESPONSIBLE FOR INJURY OR DEATH RELATING TO OPERATION OF VEHICLES.

Category Discipline Procedures

Inappropriate behaviors and offenses will be broken into three different categories: Category I, Category II, and Category III. These will apply to all high school and middle school students.

Category I Offenses:

Use or possession of alcohol, drugs, or paraphernalia; possession of a weapon; sexual battery or rape; violent aggressive behavior or fighting; assault and/or battery; gang activities; other behaviors deemed inappropriate by the Dean of Students. Notification of local law enforcement and/or Department of Health and Welfare will occur with each of the above offenses.

Category I offenses will be met with the following consequences:

1st offense: Automatic 1-3 day suspension; meet with parents; letter of apology/explanation read to victim; ten (10) hours of community service at ISDB; satisfactory completing of restitution contract.

2nd offense: Automatic 3-5 day suspension; meet with parents; letter of apology/explanation read to victim; twenty five (25) hours of community service at ISDB; satisfactory completion of a restitution contract.

3rd offense: Automatic 5-10 day suspension; meet with parents; letter of apology/explanation read to victim; fifty (50) hours of community service at ISDB; satisfactory completion of a restitution contract.

****Lengths of room restriction, cottage restriction, PASS placement, suspension, community service and final consequences may be changed by the Cottage Supervisor and/or Dean of Students when circumstances warrant, ie. Compliance with Special Education law or involvement of law enforcement.**

Category II Offenses:

Destroying property; vandalism; sexual inappropriateness; fighting or causing a fight (aggressive behavior); stealing; pulling fire alarm; possession of pornography; leaving school grounds without permission; harassment or teasing with negative intent, insulting rude behavior; defiant behavior; refusing to accept consequences; other behaviors deemed appropriate by the Dean of Students.

Category II offenses will be met with the following consequences:

1st offense: Automatic 1-2 after school PASS placement; letter of apology/explanation read to victim; satisfactory completion of a restitution contract.

2nd offense: Automatic 2-3 after school PASS placement; letter of apology/explanation read to victim; five (5) hours of community service at ISDB to be completed after school; satisfactory completion of restitution contract.

3rd offense: Automatic 1-3 day out-of-school suspension; meet or conference call with parents; letter of apology/explanation read to victim; ten (10) hours of community service at ISDB; completion of restitution contract.

**Lengths of room restriction, cottage restriction, PASS placement, suspension, community service and final consequences may be changed by the Cottage Supervisor and/or Dean of Students when circumstances warrant, ie. Compliance with Special Education law or involvement of law enforcement.

Category III Offenses:

Swearing at staff or students: obscenities and vulgarities; lying; gambling; abuse of car-driving privileges; inappropriate display of affection; other behaviors deemed inappropriate by the Dean of Students.

Category III offenses will be met with the following consequences:

1st offense: Warning; one (1) cottage restriction after school; letter of apology/explanation read to victim.

2nd offense: Automatic 1 room restriction after school; all privileges revoked (telephone, music, television); letter of apology/explanation read to victim.

3rd offense: Automatic 1-3 after school PASS placement; letter of apology/explanation read to victim.

**Lengths of room restriction, cottage restriction, PASS placement, suspension, community service and final consequences may be changed by the Cottage Supervisor and/or Dean of Students when circumstances warrant, ie. Compliance with Special Education law or involvement of law enforcement.

STUDENT DUE PROCESS RIGHTS AND PROCEDURES

If a student feels that a recommended solution to a problem or a punishment administered as a result of his/her behavior is not acceptable, that student has the right to a Due Process Hearing. The process is as follows:

1. The student should discuss the problem with the Dean of Students or the Principal as soon as possible. Most problems are usually solved by a timely and frank discussion.
2. If the student is not satisfied after talking to the Dean of Students or the Principal, he/she may appeal the decision. The appeal must be made stating that the recommended solution or punishment is not acceptable. The student should list what action he/she believes should be taken by the Administration. This written appeal goes to the Dean of Students or the Principal and should be made within five (5) school days.
3. After reviewing the student's concerns and investigating the situation, the Dean of Students or the Principal will give recommendations.
4. If that solution is not acceptable, the student should ask the Dean of Students or the Principal for a Due Process Hearing.
5. The Dean of Students or the Principal will select four (4) people (employees of ISDB) for the Due Process Hearing.
6. The student has the right to excuse one (1) of these people reducing the Committee to three (3) individuals.
7. The Committee will hear the case.
8. The Committee will make recommendations to the Dean of Students or the Principal conducting the Due Process proceedings.
9. If the Committee's recommendations are unacceptable to the Dean of Students, the Principal, or the student, the case will be reviewed by the Administrative Cabinet. This process will take no longer than five (5) school days.
10. The student's request for a Due Process Hearing and its activation does not lift or void any punishment that might have been imposed upon a student. Conditions of a punishment will stay in effect until a final outcome is reached as a result of the Due Process Hearing.

NOTE: The student may bring a representative to the Due Process Hearing and should be prepared to provide written testimony or documentation supporting his/her case to members of the Due Process Hearing Committee upon request.

CAMPUS SECURITY

Security personnel will patrol ISDB campus with the intent of monitoring buildings, school property, visitors, and the general conduct and whereabouts of students. Safety of students and staff is of prime concern and will be one of the major responsibilities of security personnel. Any problems involving ISDB students will be reported by security personnel and handled by Cottage Supervisors and Dean of Students.

Suggestions and concerns to improve the safety of the ISDB campus should be reported to the Dean of Students.

ISDB Campus Security Personnel Duty Schedule:

SUNDAY	-	7:00-10:00 p.m.
		MONDAY - 6:00-10:00 p.m.
TUESDAY	-	6:00-10:00 p.m.
WEDNESDAY	-	6:00-10:00 p.m.
THURSDAY	-	6:00-10:00 p.m.

NOTE: This individual will patrol on foot making security checks of facilities and school property, monitor the general conduct and whereabouts of students and visitors, and assist the Dean of Students as needed. Regular contacts will be made with ISDB staff.

